

TEXAS VETERANS COMMISSION
1700 North Congress, Suite 800
Austin, Texas 78711
FAX (512) 463-2847
Human Resources Specialist I-II
Salary Schedule B13/15
Salary: \$2,900.00 - \$3,300.00 per month

Posting No. 15-143
Class No. 1729/1731

Job Location: **Headquarters**
Austin, Texas

Opening Date: 08/28/2015
Closing Date: 09/08/2015
WIT # 7047310

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of administration, personnel, recruiting or retention, human resources, logistics, Adjutant General Corps or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-6564 with questions or for additional information.

Job Description: Serves as a vital member of the Texas Veterans Commission Human Resources team performing entry level human resources functions. Work involves ensuring compliance with state and federal laws and regulations, and assisting in the functional areas of administration, selection, classification, performance appraisal, leave accounting, benefits and employee records. Must be team-oriented, be able to multi-task, and provide exceptional customer service to both internal and external customers.

Examples of work performed:

- Provides technical assistance for the human resources program in the areas of employment, recruitment, retention, leave provisions, salary administration, compensation, classification, employee relations, benefits, worker's compensation, and health, safety and wellness programs.
- Creates and maintains Agency personnel files to document personnel actions and changes in employee status.
- Receives records and files documents in employee records and maintains files in accordance with record retention schedule.
- Prepares human resources correspondence and reports.
- Provides assistance in employee benefit administration by explaining employee benefits to staff and entering and reviewing information in the Employee Retirement System (ERS).
- May prepare training outlines and guides for orientation and training programs.
- May coordinate the administrative processing of newly hired and terminated employees.
- May analyze organizational methods, evaluate jobs, and prepare and revise job descriptions.
- May prepare and conduct new employee orientation.
- Responds to customer inquiries.
- Communicates with the public in person, by telephone, by e-mail or regular correspondence, by fax, or over the Internet.
- Enters information into databases, processes letters to customers, and performs other services.
- Researches information to solve customer service problems.
- General personal computer. Microsoft Office Suite experience preferred.
- Travel maybe required for work related functions.

- Work hours other than 8-5 may be required for work related functions.
- Performs related work as assigned,

Experience and Education

- Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, organizational development, or a related field is generally preferred. Experience and education may be substituted for one another.
- Experience in State human resources management work is strongly preferred.
- Experience with the Uniform Statewide Payroll (USPS) system is strongly preferred.
- Experience in administration and/or customer service support is generally preferred.
- Honorably discharged Veteran is strongly preferred.
- Valid Texas driver's license is required within 30 days of employment.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of human resources management; of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel activities.
- Skill in oral and written communication, in using computers and human resources related software applications, such as USPS, and in handling multiple tasks and prioritizing.
- Ability to acquire knowledge of Agency programs, policies, and procedures and of the methods, principles, and practices of the Agency.
- Ability to work in a team environment.
- Ability to maintain confidential and sensitive information.
- Ability to communicate effectively both orally and in writing.
- Ability to communicate and interact effectively with members of the public and to respond to public inquiries in a timely manner.
- Ability to explain policies and procedures to staff and the public.
- Ability to maintain effective working relationships with applicants, employees and the general public.

To Apply: The State of Texas application is required for this position. Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website at <http://wit.twc.state.tx.us>. A full job description may be downloaded from the Texas Veterans Commission website at www.tvc.state.tx.us.

Only mailed applications will be accepted to the Texas Veterans Commission, Attn: Human Resources Management, P.O. Box 12277, Austin, TX 78711. Applications must be postmarked by the closing date in order to be considered for this posting. Resumes will not be accepted in lieu of the State of Texas application.

In order to receive Veterans' preference, a copy of Form DD#214 member # 4, must be submitted with the State of Texas Application.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.